

Admin.

March 10, 2009

Memorandum 2009-13

Meeting Schedule

This memorandum discusses possible changes to the location of scheduled meetings in 2009.

As currently scheduled, the Commission is intending to follow its general practice of meeting in Sacramento for the first half of the calendar year, and then meeting in southern California for the remaining meetings. That approach spreads the travel burden almost equally among commissioners and staff and makes it easier for interested persons from all around the state to attend meetings.

However, that approach has fiscal consequences, which are increasingly significant under current and projected budget circumstances.

Under current practice, the travel and facilities cost of a one-day meeting in Sacramento is less than \$200. A one-day meeting in Burbank costs the Commission approximately \$1,000. The staff will explain the assumptions underlying those estimates orally.

Depending on circumstances, the Commission could save between \$1,000 and \$4,000 per year by holding all of its meetings in Sacramento. With our current budget, that is not an insignificant sum.

The Commission should discuss this possibility.

Respectfully submitted,

Brian Hebert
Executive Secretary